

Town of Needham
Holiday Policy for 24 Hour Schedules
Personnel Administration #315

1. PURPOSE AND SCOPE

The purpose of this document is to outline the Town's policy on compensation for holidays for non-represented employees who work rotating schedules in 24 hour operations.

2. APPLICABILITY

This policy applies to all non-represented employees of the Town of Needham who work rotating schedules in 24 hour operations.

3. DEFINITIONS

Rotating Schedules -- those schedules, such as four days on and two days off, which are not based on a seven day week.

4. POLICY

The Town of Needham will compensate employees who work rotating schedules in 24 hour operations for 11.5 holidays per fiscal year. The Town recognizes that such employees do not benefit from holiday leave with pay, since the nature of their work requires that they routinely work on holidays.

5. PROCEDURES

A. Holidays

The Town of Needham recognizes the following holidays: New Year's Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, 2 day Christmas Eve, and Christmas Day.

For the purposes of this policy, a day shall mean 8:00 a.m. on the day of the holiday through 8:00 a.m. the following day.

B. Holiday Pay

Eligible employees shall receive one extra day's regular straight time pay (8 hours) during the week within which a holiday occurs, and will receive four (4) hours regular straight time pay for the week within which Christmas Eve occurs, provided that the employee was on full-pay status the working day prior and following the holiday.

C. Holiday Premium

Eligible employees who work on a holiday shall be paid an additional one-half times their regular rate of pay for all hours worked on that holiday.

- D.** If an eligible employee, who is scheduled to work on a holiday, does not report for duty because of non-occupational illness, he or she shall not be entitled to Holiday Pay for that week or Holiday Premium for that day.
- E.** An eligible employee who reports for duty on a holiday and is taken ill during his or her tour of duty shall be entitled to holiday pay for that week and holiday premium for the actual hours worked on the holiday.
- F.** Any eligible employee who, when on his or her non-scheduled work day, performs overtime on any of the above holidays, shall be paid two times his or her regular rate of pay for all hours worked on that holiday (time and one half for the overtime coverage and one half time for holiday premium).